

**TOWN OF MIDDLESEX**  
**Zoning Board of Appeals Application Requirements:**  
**Special Use Permit**

Please review the Zoning Code and any applicable Town laws at:  
<https://www.middlesexny.org/code-enforcement/>

**Application Checklist:**

*\*All application forms can be found at the above web address.*

- **SIX sets** of a survey map or detailed drawing with North orientation, printed at a minimum 11" x 17", showing all proposed changes and their distances from property lines; roadways and significant geographical features, such as Canandaigua Lake; and lot coverage percentage.
- Zoning Board of Appeals Special Use Permit Application
- Short Environmental Assessment Form
- UDML Permit Application, if applicable
- Agricultural Data Statement, if applicable
- Letters of support from neighbors (these are not required, however can be helpful to the ZBA in making their determination)
- Application fee\* (make check payable to "Town of Middlesex, NY")

Submit the above documents to the Code Enforcement Office. Printed maps must be delivered in person; all other documents may be submitted either in person or digitally to [code@middlesexny.org](mailto:code@middlesexny.org) AND [codeclerk@middlesexny.org](mailto:codeclerk@middlesexny.org).

**\*\*All submissions are due three weeks prior to the Zoning Board of Appeals meeting date, which is the first Thursday of each month.\*\***

**Zoning Board of Appeals Fees**

- ***Initial Appearance: \$75***
- ***Subsequent Appearances: \$25/each***

***If granted, each variance/permit will incur the following additional fees:***

- ***Special Use Permit: \$100***

## **General Requirements**

### **Site Plan Approval:**

Any land use or activity for which a Special Use Permit is required shall receive site plan approval by the Planning Board.

### **Special Use Permit Criteria:**

Section 502 of the Local Law dictates that the following criteria must be met before a Special Use Permit may be granted. Please include an explanation of how you propose to meet each of these requirements:

- 1) That the proposed land use or activity is to be located, constructed and operated so that the public health, safety and welfare will be protected.
- 2) That existence of the proposed land use or activity will not cause substantial injury to the value of other property in the surrounding neighborhood.
- 3) That adequate landscaping and screening is provided.
- 4) That adequate off-street parking and loading are provided and that ingress and egress are so designed as to cause minimum interference with traffic on abutting roads.
- 5) That the proposed land use or activity will not result in excessive erosion and will not increase surface-water runoff onto abutting properties.
- 6) That existing roads and utilities serving the proposed project are determined to be adequate.

## **Specific Requirements**

Please carefully review section 502.2 of the Town Law and the requirements specific to the land use for which you are seeking a Special Use Permit. Provide explanations and documentation for how each of these specific requirements will be met.

# Town of Middlesex

**Code Enforcement Office**  
1216 Route 245, PO Box 147  
Middlesex, New York 14507  
[www.middlesexny.org](http://www.middlesexny.org)  
585-554-3624

ZBA Application # \_\_\_\_\_

## Zoning Board of Appeals: Special Use Permit Application

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Address:** \_\_\_\_\_

Tax Map ID#: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Is the parcel within 500 feet of a farm operation located in a NYS Dept. of Ag & Markets certified Agricultural District? (*Refer to Yates County Real Property Agricultural District Map.*) **If yes, an Agricultural Data Statement form is required.**

**Yes**       **No**

Is the parcel within 500 feet of a municipal boundary or a state or county park, highway, building or institution?

**Yes**       **No**



